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Class Specifications
for the Class:

COMPOSITOR II

Duties Summary:

Supervises and participates in planning and performing layout, and operating various machines in performing cold-type composition of a variety of continuously different materials to be printed on an offset press; and performs other duties as required.

Distinguishing Characteristics:

This class reflects the working supervisor in the skilled performance of typographical composition and layout of a variety of materials, including booklets, pamphlets, reports, standard forms, technical manuals and guides, directories and promotional materials. The operation of various machines used in cold-type composition, producing display type, reducing or enlarging compositions and illustrations, producing camera-ready copy, and other processes is involved.

A position in this class is located in an organizational segment concerned with the preparation, reproduction and distribution of publications and materials for a large department. It is under the general supervision of a supervisor in charge of graphics, and is responsible for typesetting and the layout and paste-up of materials for printing.

Examples of Duties:

Assigns composition work to one or more subordinates; directs and reviews work flow, production, accuracy and quality of typesetting produced and all other related graphic duties; consults with artists and requestors of printing, and recommends layout, type styles, arrangement and other elements for proper typography; designs forms, and does layouts and paste-ups of brochures, newsletters, reports, etc., for camera-ready copy to be used in printing; determines and selects the most suitable sizes and type faces based on legibility, appropriateness, harmony in effect and sufficient contrast for attractiveness; determines the unit vertical and horizontal spacing to provide the required width and height; determines the placement and spacing of indentations, headings, paragraphs and footnotes; sets-up and operates machines for phototypesetting and processing; proofreads and checks the copy, dates, statistics, tables and contents; operates equipment to produce display type in a variety of styles; orders supplies and materials; compiles work statistics; may assign and direct the

work of helpers or clerical assistants.

Knowledge and Abilities Required:

Knowledge of: Methods and practices of cold-type composition; various tools, instruments and equipment used in cold-type composition; printing terms and measurements; methods and procedures in preparation of line copy for printing; principles and practices of supervision.

Ability to: Assign, direct and review the work of others; evaluate work performance; plan, layout and set-up copy for a variety of printed materials; care for and operate composing machines, and other machines used in the work; make arithmetical computations; scale copies and illustrations in preparing layout; deal effectively with artists and requestors of printing, and advises on proper composition.

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This is the first specification for the new class
COMPOSITOR II.

DATE APPROVED: 4/21/78

s/Wayne Yamasaki
DONALD BOTELHO
Director of Personnel Services